

DEPUTY COMMISSIONER OF THE REVENUE II

GRADE 22

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs intermediate skilled clerical work assisting in the operation of the Office of the Commissioner of the Revenue; does related work as required. Work is performed under regular supervision. Limited supervision may be exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Processing personal property tax forms; assisting with the assessment of real property; assisting with state income, personal property and business license taxes; maintaining records and files; preparing reports; assisting the public.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provides customer service; provides assistance and information related to business licenses, personal property, business personal property, property assessments, state income tax returns, tax laws/requirements, required documentation, procedures, forms, fees, or other issues; assists taxpayers with preparation of state income tax returns as requested; responds to complaints and questions; researches problems and initiates resolution.
- Performs the duties of a Deputy Commissioner of the Revenue I; assists with and resolves the more complex issues relating to classification and assessment of personal and business property.
- Assists in interpreting, applying, and ensuring compliance with all applicable codes, ordinances, laws, rules, regulations, standards, policies and procedures; applies ordinance changes to department operations; initiates any actions necessary to correct deviations or violations.
- Updates office procedural manual; compiles/prepares workload indicators, statistical data, and budgetary data for Commissioner; assists in designing license forms, license application forms, or other office forms; orders supplies of applications, returns, and other forms and replenishes forms available for the public; composes and updates various form letters; reviews taxpayer documentation and types correspondence to taxpayers.
- Manages and updates data in computer databases; updates/changes computer codes yearly or as needed; composes computer queries and provides various computer/query reports for department staff and other departments; generates annual business license books; edits quarterly additional tax reports; produces lists of business names and submits to local newspaper.
- Reviews/signs exonerations prepared by other workers; generates and audits monthly/yearly reports of exonerations and supplements; issues supplement reports to appropriate parties.
- Codes and enters consumer utility tax return information into spreadsheet; ensures that appropriate payments are received.
- Performs general/clerical tasks, which may include answering telephone calls and recording messages, typing documents, making copies, sending/receiving faxes, maintaining work area, or receiving and processing incoming and outgoing mail.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of laws and administration of policies governing real and personal property; thorough knowledge of modern office practices and of standard office and accounting equipment; ability to prepare and maintain detailed financial records and reports; ability to make arithmetical calculations quickly and accurately; ability to operate standard office, word processing and data entry equipment; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school supplemented by course work in accounting, property assessment or related field and some experience in real or personal property work.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.